



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

MCO 1100R.78
RAP
20 Mar 97

MARINE CORPS ORDER 1100R.78

From: Commandant of the Marine Corps
To: Distribution List

Subj: ACTIVE RESERVE (AR) CAREER RECRUITER PROGRAM

Ref: (a) MCO 1001.52G
(b) MCO 6100.10B
(c) MCO 6100.3J
(d) MCO P1070.12H
(e) MCO P1553.4
(f) MCO 7220.12L
(g) MCO P1080.40
(h) MCO P1000.6F
(i) MCO P1900.16E

Encl: (1) Policies and Administrative Instructions
(2) Sample AA Form
(3) AR Career Recruiter Formal Training Courses

1. Purpose. To establish policy and procedures for the effective management of the AR Career Recruiter Program per references (a) through (i).

2. Background. An AR Career Recruiter Program is crucial to the long term success of the Marine Corps Reserve (MCR) Prior Service Recruiting Force because it provides the continuity and stability required to help ensure quality, direction, and success in the recruiting effort.

3. Objective of the AR Career Recruiter Program. The objective of the AR Career Recruiter Program is to maintain a group of career recruiters for long-term assignment with the MCR Prior Service Recruiting Force to:

a. Ensure consistent attainment of total force recruiting objectives.

b. Provide a body of career recruiters (MOS 8412) to train, lead, and supervise NCOIC's and canvassers (MOS 8411).

c. Provide the MCR with a limited personnel procurement surge capability to absorb modest mission increases.

d. Provide stability and continuity within the MCR Prior Service Recruiting Force.

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distribution unlimited.**

e. Ensure the continued effectiveness, influence, and use of the tenets and principles of Automated Systematic Recruiting.

4. Policies and Administrative Instructions. Policies and administrative instructions governing the AR Career Recruiter Program are contained in enclosure (1) and include information regarding:

- a. AR career recruiter billets.
- b. Eligibility criteria for classification as an AR career recruiter.
- c. Applications for classification as an AR career recruiter.
- d. Development and progression of AR career recruiters.
- e. Special duty assignment (SDA) pay.
- f. Assignment of AR career recruiters.
- g. Assignment criteria for specified AR career recruiter billets.
- h. Voluntary voidance of MOS 8412.
- i. Involuntary voidance of MOS 8412.

5. Action

a. Marines Requesting Assignment as an AR Career Recruiter. Career Recruiter Boards will be held annually or as required. Marines may submit applications to CMC (RAM) for assignment of an 8412 MOS per this Order or in accordance with separate announcements of a Career Recruiter Board. Enclosure (2) contains a sample request.

b. AR Career Recruiters. Submit requests for transfer and reassignment per this Order. Inform fellow recruiters and other Marines of the AR Career Recruiter Program.

c. Commander Marine Forces Reserve (COMMARFORRES)

(1) Monitor subordinate command compliance with the spirit and intent of this Order.

(2) Review AR Career Recruiter Applications to ensure that only qualified applicants are endorsed to the CMC (RA).

(3) Require Commanding General Marine Corps Reserve Support Command (CG, MCRSC) to:

(a) Identify AR career recruiter requirements and initiate required T/O changes. Provide recommendations on

career recruiter assignments.

(b) Screen applications for assignment of MOS 8412.

(c) Conduct a recruiting NCOIC course.

(d) Administer AR Career Recruiter Examination.

Provide results to CMC (RAM) prior to board action.

(e) Conduct follow-on training such as Operations Chief/Recruiter Instructor Course, and provide opportunities for career recruiters to participate in other training per enclosure (3).

d. CMC (RA)

(1) Maintain this Order, and establish the program policies and procedures necessary to effectively manage the career recruiter force.

(2) Serve as the MOS Specialist for MOS 8412 (Career Recruiter) for AR Marines.

(3) Convene an AR Career Recruiter Selection Board annually or as required to consider and select applicants for assignment to the primary MOS 8412 (Career Recruiter) in the AR Program.


(a) Assign the primary MOS 8412 to Marines selected.

(b) Notify applicants of board selection/nonselection.

(4) Assign and monitor MOS 8412 personnel in the AR Program.

(5) Approve/disapprove MOS 8412 voidance requests for AR Marines.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



D. M. MIZE
By direction

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POLICIES AND ADMINISTRATIVE INSTRUCTIONS

1. AR Career Recruiter Billets. The current authorized manning level for AR career recruiters is 40. The billets listed below are appropriate for career recruiters. The grades indicated are provided for guidance and suggest a career progression pattern commensurate with grade, duties, and responsibilities. Billets listed within the Recruiting Division (RD), MCRSC will be filled by AR career recruiters. Billets listed within the Prior Service Recruiting Regional Offices will normally be filled by AR career recruiters.

a. Prior Service (PS) Recruiting Site. NCOIC - GySgt. As a general rule, AR career recruiters should be assigned as NCOIC's when the following circumstances exist:

- (1) One Marine sites in remote, sparsely populated areas.
- (2) Multi-Marine sites.

b. Prior Service Recruiting Regional Offices

- (1) Operations Chief - MSgt or MGySgt.
- (2) Recruiter Instructor - MSgt.
- (3) Ready Reserve Liaison NCOIC - MSgt.
 - (a) Camp Pendleton, CA
 - (b) Camp Lejeune, NC
 - (c) Camp Butler, Okinawa

c. Recruiting Division, MCRSC (Training Section)

- (1) Section Chief - MGySgt.
- (2) Training Chief - GySgt.
- (3) Recruiter Instructor (2) - MSgt.

2. Eligibility Criteria for Assignment of MOS 8412

- a. Career designation on the AR Program.
- b. Graduate of Recruiters School and assigned an additional MOS of 8411.

ENCLOSURE (1)

- c. Successful completion of the MCRSC NCOIC Course.
- d. Gunnery sergeant or above (includes staff sergeants selected for gunnery sergeant) and not failed selection for promotion to the next higher grade.
- e. Successfully completed the first 2 years of an initial tour with the MCR Prior Service Recruiting Force and currently serving as an 8411, or successfully completed the first year of a subsequent tour with the MCR Prior Service Recruiting Force.
- f. Pass a written examination measuring the mastery of Automated Systematic Recruiting procedures and understanding of NCOIC duties and responsibilities. Examinations are available, controlled, and administered by the CG MCRSC (RD).
- g. Have sufficient obligated service or agree to reenlist or extend to complete a 3-year tour as a career recruiter. Exceptions to this 3 year obligated service requirement will include only those AR Marines who reach 20 years of active service and must retire due to service or statutory grade limits. Reference (a) applies.
- h. Prior Service Recruiting Regional OIC's will ensure that the applicant has:
 - (1) The ability to positively influence the direction and quality of the recruiting effort and lead, inspire, and motivate Marines in a recruiting environment.
 - (2) Consistently achieved quantitative and qualitative recruiting goals.
 - (3) Effectively used Automated Systematic Recruiting policies and procedures outlined in the Prior Service Recruiting Guidebook (Vol. I-V), which is maintained by the Prior Service Recruiting Service. Copies can be obtained by writing or calling the CG, MCRSC (RD-4).
 - (4) No cases of substantiated recruiting malpractice.
 - (5) No indications of unsatisfactory conduct, financial, personal, or family hardship as a canvasser or NCOIC.
 - (6) Performed satisfactorily as a production prior service recruiter for 2 years and as an NCOIC of a recruiting site for at least 6 months.
- i. Meets height and weight standards contained in reference (b) and has passed a physical fitness test (PFT) within the last 6

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months per reference (c). No partial PFT's or medically excused applicants will be considered for classification as a career recruiter.

3. Applications for Classification as a Career Recruiter. Submit an AA Form requesting assignment as a Career Recruiter and first endorsement (enclosure (2)) via the chain of command to the CMC (RA). Applications will be reviewed to evaluate the applicant's qualifications and to determine if classification as an AR career recruiter is in the best interest of the Marine Corps. Applications must include:

a. An agreement to extend or reenlist for a minimum of 3 years obligated service.

b. Three duty station choices which may include a request for transfer. However, assignments will be made based on the needs of the AR program.

c. A current full length photograph, prepared per reference (d).

d. In the CG MCRSC endorsement, the score the applicant attained on the AR Career Recruiter Examination.

4. Development and Progression of Career Recruiters

a. Concept

(1) The development and progression of AR career recruiters includes opportunities to gain experience in a variety of billets and to serve in positions that are commensurate with the Marine's grade and increased responsibilities.

(2) Regional OIC's can best influence the development and progression of AR career recruiters. They are encouraged to establish local programs to provide their career recruiters professional development and career progression. The program should ensure that the majority of career recruiters gain experience in every facet of the recruiting effort consistent with maintaining appropriate stability and continuity.

b. Promotions

(1) Career recruiters compete with other career recruiters for promotion. Allocations for promotion within the 8400 Occfld will be determined based upon structure requirements. The size of the promotion zone will be set in accordance with MCO P1400.32B in order to achieve prescribed promotion opportunity guidelines.

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(2) Career recruiters may not serve in the grades of first sergeant and sergeant major.

c. Professional Military Education (PME) and Specialized Skill Training for AR Career Recruiters

(1) PME for AR Career Recruiters. Reference (e) establishes guidance for the conduct of the PME Program for all Marines. Recruiting OIC's should ensure that AR career recruiters comply with reference (e) to include completion of appropriate resident and nonresident courses and professional reading.

(2) Specialized Skill Training for Career Recruiters. Specialized skill training provides AR career recruiters with the knowledge needed to best perform their duties. Training is progressive, consisting of the formal courses outlined in enclosure(3). Career recruiters also receive specialized skill training during seminars sponsored by the CG MCRSC. These seminars span every facet of recruiting to include salesmanship, interpersonal management, and leadership. OIC's are responsible for ensuring that career recruiters attend specialized skill training. Upon assignment as an AR career recruiter, Marines should be scheduled to attend the next Career Recruiter Course. All Recruiter-Instructors and Operation Chiefs assigned to a region will attend MCRSC's Operations Chief/Recruiter-Instructor Course.

5. Special Duty Assignment (SDA) Pay. Per reference (f), AR career recruiters are authorized SDA pay when serving as members of the recruiting service. Career recruiters serving outside of the recruiting service are not entitled to SDA pay. Entitlement to SDA pay commences on the date of joining the recruiting service and terminates on the date of departure. Career recruiters relieved for cause or the good of the service are not entitled to SDA pay.

6. Assignment of Career Recruiters

a. Obligated Service. As a general rule, career recruiters voluntarily transferring must have 3 years of obligated service remaining.

b. Tour Length

(1) As a general rule, all tours are for 3 years. The date of classification as a career recruiter does not establish a new date current tour began (DCTB). The CMC (RA) will monitor time spent by a Marine in a geographical location.

(2) The CG MCRSC will ensure that correct DCTB's are entered into the unit diary per reference (g).

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c. Voluntary Transfer or Reassignment

(1) AR career recruiters may submit requests by AA Form, via the chain of command, to CMC (RA) for transfer or reassignment. All requests should contain three duty station preferences.

(2) Career recruiters requesting transfer or reassignment involving PCS orders must have 3 years of obligated service remaining or must agree to extend or reenlist to fulfill this requirement.

(3) Transfer requests will be evaluated based on the needs of the Marine Corps, commander's and OIC's endorsements, and the career recruiter's preferences. Every effort will be made to assign career recruiters to one of their three preferences. The CMC (RA) will either issue PCS orders or notify the career recruiter of disapproval via the chain of command.

d. Involuntary Transfer or Reassignment. Emerging circumstances may require either the involuntary transfer or reassignment of career recruiters due to the needs of the Marine Corps. In these cases, the CMC (RA) may direct transfer or reassignment without regard for length of tour or obligated service. Such transfers or reassignments, however, will not be directed routinely or for the sole purpose of ensuring that career recruiters are equitably distributed throughout the recruiting service.

7. Voluntary Voidance of the 8412 MOS. AR career recruiters may request voluntary voidance of the 8412 MOS as long as their request is not being made to avoid adverse documented performance (administrative, nonjudicial, or judicial proceedings). Requests will be submitted by AA Form, via the chain of command, to the CMC(RA) and will be approved or disapproved based on the merits of the request and the needs of the Marine Corps. Career recruiters may request a lateral move out of PMOS 8412. The final decision rendered by CMC will be based on the needs of the Marine Corps. Submit lateral move requests to CMC(RAM), via the chain of command, using AA Form, [NAVMC 10274](#). Reference (h) pertains.

8. Involuntary Voidance of the 8412 MOS. When circumstances merit involuntary voidance of the 8412 MOS, OIC's should recommend relief for cause or for the good of the service. Submit recommendations per reference (h) and the Prior Service Recruiting Guidebook to the CG MCRSC. If relief is approved, the CG MCRSC will notify the CMC(RA) and request voidance of the 8412 MOS. AR career recruiters who are relieved for cause are subject to administrative action normally taken in any involuntary relief or voidance case per reference (i).

ADMINISTRATIVE ACTION (5216)**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0000-00-003-0904 U/I: PADS OF 100

1. ACTION NO.		2. SSIC/FILE NO. 1100	
3. DATE 27 Nov 95			
4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.) Staff Sergeant Im A. Marine 123 45 6789/0193		5. ORGANIZATION AND STATION (Complete address) (Unit title and address)	
6. VIA (As required) (1) (Chain of command) (2) Commanding General, MCRSC			
7. TO: Commandant of the Marine Corps (RA) Headquarters, U. S. Marine Corps 2 Navy Annex Washington, DC 20380-1775		8. NATURE OF ACTION/SUBJECT REQUEST FOR ASSIGNMENT AS A PRIOR SERVICE CAREER RECRUITER (MOS 8412)	
		9. COPY TO (As required)	
10. REFERENCE OR AUTHORITY (if applicable) (a) MCO 1100R.78		11. ENCLOSURES (if any) (1) Current photograph	

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. Per the reference, I am eligible for and am applying for the Active Reserve Career Recruiter Program. If approved, I agree to extend or reenlist to complete a minimum of 3 years.

2. The following information is provided:

- a. Date designated as "Career" on AR Program:
- b. AFADBD:
- c. PEBD:
- d. DOR:
- e. Date current recruiting tour began:
- f. Previous recruiting tours:
- g. Recruiting Awards:
- h. Date last PFT: Score:

3. If relieved of duties as a Career Recruiter and subsequently have my 8412 MOS voided, I understand that I could be assigned to one of my additional MOS's, be retrained in a new MOS, or be released from active duty.

I. M. MARINE

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

ENCLOSURE (2)

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AR CAREER RECRUITER FORMAL TRAINING COURSES

1. AR Operations Chief/Recruiter-Instructor Course. This course is conducted annually by the CG MCRSC (RD) and is for operations chiefs and recruiter-instructors of the Prior Service Recruiting Regions. The course length is 5 days and focuses on management and Automated Systematic Recruiting. Any newly selected operations chief/recruiter-instructor should attend the first available course.
2. Advanced SNCO Academy. The Advanced SNCO Academy course is 8 weeks in duration. This course is held at MCCDC, MCB Camp Lejeune, and MCAB West and is for gunnery sergeants or gunnery sergeant selectees. Ideally, attendance at these courses should be planned to coincide with PCS or billet moves.
3. MSgt/1stSgt Seminar and MGySgt/SgtMaj Symposium. Held annually at MCCDC as required PME.
4. Instructor Training Course. This course is conducted at MCB Camp Lejeune and MCB Camp Pendleton. The course is designed to train prospective instructors in public speaking, platform skills, and the Systems Approach to Training.
5. Career Recruiter Course. The career recruiter course is designed to provide all newly selected career recruiters with advanced sales, coaching, training, and management skills. The course emphasizes the development of skills necessary to lead, evaluate, train, and coach the sales force.
6. Recruiter Instructor Course. The recruiter instructor course is designed to provide knowledge to new recruiter instructors in problem solving, command group functioning, and time management. A key component of the course is "The Successful Training Techniques Workshop" presented by Learning International. This 3-day seminar is designed to provide recruiter instructors with the skills needed to teach Learning International courses. The course also provides the recruiter instructor with the skills to develop and present other required instruction.

ENCLOSURE (3)